

**REGIONAL**

# TOURING PROGRAM

A SERVICE OF MID-AMERICA ARTS ALLIANCE

## Regional Touring Program: FAQ by Organizations (Revised July 2024)

This document is intended to answer as many questions for organizations about the Regional Touring Program (RTP) Grant. Please read through all questions and answers before emailing your inquiry to Mid-America Arts Alliance (M-AAA) at [rtp@maaa.org](mailto:rtp@maaa.org).

If you have accessibility needs for an alternate format or process, please contact: Angelette Severt, Operations and Accessibility Coordinator at [angelette@maaa.org](mailto:angelette@maaa.org) or (816) 421-1388 ext. #216.

### Q#1. Does M-AAA have geographic priorities?

A#1. Yes. As a regional arts organization offering grants, programs and services, M-AAA is focused on supporting individual artists and cultural organizations that reside or are incorporated in Arkansas, Kansas, Missouri, Nebraska, Oklahoma, and Texas.

### Q#2. Who is eligible to apply for the RTP grant?

A#2. Eligible applicants *must* be organizations incorporated in and currently conducting business in one or more states in the M-AAA region (Arkansas, Kansas, Missouri, Nebraska, Oklahoma, and Texas). Applicant organizations should be:

- 501(c)3 tax-exempt nonprofit organizations;
- A unit of state or local governmental agency; or
- A federally recognized tribal entity.

Note: Awards are directly presented to in-region organizations and restricted to support the direct costs specified in the contracts between the artist and the organization.

### Q#3. Do you offer support for artists to travel or perform abroad?

A#3. No. M-AAA's grants and programs do not offer support for in-region artists to travel outside of our six-state service region or perform abroad. We encourage artists to contact our member state arts agency partners and Regional Arts Organizations (RAOs) on whether they assist with travel since there are not many funding opportunities for travel.

To find out more about our member state arts agency partners, visit the State Arts Agency Rosters webpage at <https://www.maaa.org/for-organizations/regional-touring-program/>.

To get to know the Regional Arts Organizations (RAOs), please visit our National Partners page at <https://www.maaa.org/about/national-partners/>.

Q#4. Our performance group was originally established in the M-AAA six-state region but moved outside of the region (e.g., Minnesota) years ago. If our non-regional touring group is based outside of the M-AAA's region, is our organization eligible to apply for the RTP grant?

A#4. No. Touring artists outside of the M-AAA six-state service region are not eligible. The RTP grant supports organizations that book in-region artists that are outside of the organization's state but within M-AAA's region. We encourage all applicants to check out our partners' state touring rosters when seeking talented artists available for hire who are based elsewhere in our six-state region (see links below):

- [Arkansas Arts Council](#)
- [Kansas Creative Arts Industries Commission](#)
- [Missouri Arts Council](#)
- [Nebraska Arts Council](#)
- [Oklahoma Arts Council](#)
- [Texas Commission on the Arts](#)

Q#5. Does M-AAA offer opportunities for touring exhibitions?

A#5. Yes. M-AAA's [ExhibitsUSA](#) program accepts proposals from art exhibitions of existing work and are particularly interested in exhibitions with low security and environmental requirements that can travel via common carrier or van line. We encourage artists to contact us if their projects are at an exhibiting phase/stage to determine eligibility.

Q#6. Can organizations submit multiple applications for the RTP grant? Is there a limit to the amount of funding an applicant can receive in a single fiscal year? Will M-AAA make only one award per community per fiscal year?

A#6. Eligible organizations may submit a maximum of three (3) applications and receive awards for up to three (3) different projects in a single fiscal year, July 1–June 30. M-AAA will consider multiple awards to applicants in a single community. Each applicant is eligible for a maximum aggregate amount of \$15,000 awarded or received as a result of a successful completed application in a single fiscal year. As noted above, awards are directly presented to in-region organizations and restricted to support the direct costs specified in the artist contracts.

Q#7. We are interested in applying for the RTP grant, and see that applications are on a rolling deadline. We have booked an in-region artist outside of our state, and would like to submit the application now for a program that will be in the new fiscal year. When will applications for the next RTP grant cycle be available?

A#7. New allocations for this grant begin each year on July 1. Therefore, we encourage your organization to apply to our 2025 Regional Touring Program Grant when our next call for applications opens on July 1, 2024. Applications are accepted on a rolling deadline at any point during M-AAA's fiscal year, July 1 – June 30. Grants are distributed on a first-come, first-served basis until the allocation is fulfilled for each state.

Additionally, subscribe to our email list for M-AAA announcements on our activities, programs and other funding opportunities at <https://www.maaa.org>.

Q#8. I saw you prefer to have at least six weeks before the artists planned to travel and participate in outreach and presentations. This exhibition is scheduled to start after June 30. Should we apply via the current application due to the timing or wait for the new cycle to apply?

A#8. As noted above, new allocations for this grant begin each year on July 1. Therefore, we encourage your organization to apply for RTP grant when our next call for applications opens on July 1. Applications are accepted on a rolling deadline at any point during M-AAA's fiscal year, July 1 – June 30. Grants are distributed on a first-come, first-served basis until the allocation is fulfilled for each state.

Q#9. Our event is a few weeks into July when the new allocations for this grant begins. Can you tell us when the timeframe for notification of our request, if we submit on July 1?

A#9. Applications are due at least six weeks before the first public-facing activity when possible. If there is less than six weeks before the first event, M-AAA staff can expedite the grant application review process, if possible. Please reference the "Program Timeline" section of the [RTP webpage](#) for more information.

Q#10. Are backup applications ever taken in case some of the funds are left over?

A[#10]. M-AAA does not offer a waitlist because funding is rarely left over.. M-AAA works with organizations on project changes and/or cancellations such as identifying alternative artists.

Q#11. How much funding can be requested through the RTP grant?

A#11. A maximum of 50% of the artists' contract fees, if listed on a state touring roster; up to \$5,000 can be requested in a single application. Likewise, a maximum of 25% of any other regional artists' contract fees, but is not listed on a touring roster; up to \$5,000 can be requested in a single application. Adjustments for designated rural areas will be made by M-AAA.

Q#12. Does M-AAA require matching or cost sharing for the RTP grant?

A#12. Yes. M-AAA requires a 1:1 dollar-for-dollar cost share. That 1:1 share is typically met with ease because the grant offers support up to 50% of the artist's contract fees. The 1:1 cost share *must* be reflected in the application and we expect applicants to adhere to the terms of the touring artists' contracts and to pay the remaining fees which is, in fact, the 1:1 dollar-for-dollar share. Note, all other project expenses (i.e., remaining artist fees, staff time, marketing, materials) must be covered by the applicant organization. See [RTP Grant Application Guidelines](#).

Q#13. Will the M-AAA grant pay for some of the creative disciplines (e.g., dance) actual expenses?

A#13. Artwork may span one or more creative disciplines including, but not limited to:

- Folk/Traditional Arts (Crafts, Visual Arts, Dance)
- Dance/movement (Ballet, Ethnic, Jazz, Tribal, Modern)
- Literature (Fiction, Memoirs, Non-Fiction, Playwriting, Poetry)
- Visual Arts (Collage, Experimental, Graphics, Multimedia, Painting, Photography, Printmaking, Sculpture)

RTP grants underwrite up to 50 percent of an out-of-state artist's fee for a public performance preceded by a complementary arts activity for eligible projects. Note, all

other project expenses (i.e., remaining artist fees, staff time, marketing, materials) must be covered by the applicant organization. See [RTP Grant Application Guidelines](#).

Q#14. Can in-kind contributions be used to meet the cost share requirement for the program?

A#14. No. In-kind goods, services and federal funding sources should be noted in the budget but cannot be used to fulfill the 1:1 dollar-for-dollar cost share requirement.

Q#15. What kinds of projects are eligible for consideration through the RTP grant? Can projects be live streamed online too?

A #15. The grant is designed for projects to engage and deepen the impact of arts programming on regional audiences through exposure, interaction, and outreach engagement that occurs in M-AAA's six-state region. Eligible project activities *must* consist of at least two (2) public-facing events with a minimum of 30 to 60-minutes in length that build an appreciation for the touring featured artist and educate an audience about the artist's creative discipline. [See RTP Grant Application Guidelines](#).

1. A feature or premier presentation event of the work by the touring artist(s) can include, but is not limited to:
  - Concert
  - Performance
  - Other creative approaches
2. An outreach or educational event can be presented by the touring artist(s), scholar/educator(s), or another artist who works with similar themes or the same art form as that involved in the feature presentation. All activities must educate the community about the art form(s) and provide direct interaction between the artist(s) and the audience. Activities can include, but are not limited to:
  - Artist Talk
  - Exhibitions
  - Lecture/demonstrations
  - Master classes
  - Residencies
  - Workshops
  - Other creative approaches

Effective 2021, online live streaming activities are a reasonable accommodation to provide programming to audiences in a safe manner in light of the ongoing COVID-19 public health crisis. Programs live streamed online must allow for artist and audience interaction before, during and/or after the events. While M-AAA prefers in-person experiences of RTP funded projects, applicants and artists are urged to include a termination clause in all project contracts contingent upon local public health authority guidance and/or funding from M-AAA and other pending financial resources. Additionally, when the activities are streamed online, the artist's fee can include payment for services and online streaming fees associated with the project described in the contract. [See RTP Grant Application Guidelines](#).

Q#16. Do funded project activities have to be free to the public?

A#16. No. Activities are not required to be free but *must* be open to the general public. Any events available only to subscription ticket holders are not considered open to the general public.

**Q#17. What is an underserved audience and can you clarify whether that is a necessary requirement?**

A#17. An underserved audience is a group of individuals who lack access to the arts due to geography, economic conditions, ethnic background, disability, or age including but not limited to underrepresented cultural groups, immigrants, veterans and active military, persons in institutions, those living below the poverty line and youth at risk. Organizations *must* show an effort to include underserved audiences on how they will benefit from, be included in, or invited to attend the project. See [RTP Grant Application At-A-Glance](#).

**Q#18. How is a community defined as rural?**

A#18. Rural status is determined by information provided by the U.S. Department of Commerce, based on the Department of Commerce's Metropolitan Statistical Area (MSA) rating and is generally defined as having a population of less than 50,000 people of the applicant's service area.

**Q#19. Is a fully executed Artist Contract required for the application to be considered complete?**

A#19. No. Effective 2021, a fully executed artist contract between the touring artists and the presenting organization is required for funding to be awarded. In light of changing public health scenarios where fully executed contracts (e.g., Letter of Agreement/Intent or Memorandum of Understanding) may be difficult to obtain, drafted documentation that reflects tentative project details can be submitted with the application for M-AAA staff consideration. Therefore, if the applicant organization is in the process of finalizing an Artist Contract at the time of submitting an application, the applicant will need to provide a draft of one of the following documents for M-AAA's review and records:

- Artist Contract;
- Letter of Agreement or intent (LOA); or
- Memorandum of Understanding (MOU).

**Q#20. If projected ticket revenue is not met and the artist contract(s) are renegotiated, will the grant award be affected?**

A#20. Possibly. The grant amount is based solely on the fees stated in the final fully executed Artists Contract (LOA or MOU) between the artist and the presenting organization. If the artist fee is reduced, the grant will be reduced accordingly. Under no circumstances will the grant award be increased due to a change in contract.

**Q#21: Does M-AAA have specific foot requirements for accessible parking and venue entrance?**

A#21: M-AAA defers to regulations issued by the federal government. Therefore, we encourage you to check with your regional ADA center and venue(s) for technical assistance with accessibility. Your partners should be able to help you answer the accessibility questions in our applications.

**Q#22. Are award amounts the same as requested in the application or are they ever reduced?**

A#22. M-AAA intends to award amounts as requested in the application, but reserves the right to award funding as it is available.

Q#23. Should the organization submit letters of support for the project?

A#23. No. If organizations are working in partnership, applicants are urged to include information about the partnership and common strategies employed in the application's narrative sections.

Q#24. Will a M-AAA award affect whether an applicant organization is eligible for grants from other governmental agencies or foundations?

A#24. No. The only restriction with respect to M-AAA awards is that the cost sharing funds cannot be derived from other federal funding sources.

Q#25. Is a project eligible to receive M-AAA funding for the same project that has received funding from a foundation that is a funder of M-AAA?

A#25. Yes. If the organization receives funding from non-federal M-AAA funders, it will not impact M-AAA funding eligibility. [See RTP Grant Application Guidelines.](#)

Q#26. If the touring artist has been awarded a M-AAA grant through another program in the current fiscal year, can they be the designated feature or outreach artist involved in our project?

A#26. It depends. Given the limited funding M-AAA has available throughout our six-state region to support creative endeavors, artists and cultural organizations alike can be the recipient of no more than an aggregate of \$15,000 in a single fiscal year for touring projects. Questions should be directed to the Director of the Arts and Humanities Grant Programs.

Q#27: Our organization is looking at getting a grant through M-AAA's state art agency partner (e.g., Nebraska Arts Council). Are we eligible to receive a grant from both M-AAA and its state art agency partner or can we only receive either one?

A#27: Funding sources from foundations and/or governmental agencies (e.g., local, state), will not affect an applicant organization's eligibility to receive a M-AAA award. The only restriction with respect to our awards is that your 1:1 dollar-for-dollar cost sharing funds cannot derive from a federal agency such as, the National Endowment for the Arts (NEA) or subsidies since this program is provided through generous support from the NEA's CFDA #45.025 Promotion of the Arts Partnership Agreements. To learn about the RTP's *Project Criteria* go to <https://www.maaa.org/for-organizations/regional-touring-program/>.

Q#28. Will M-AAA's RTP grants be subject to the reporting and auditing requirements associated with federal programs?

A#28. No. M-AAA grants have their own final evaluations that are due within 30 days of the completion of the funded project. However, recipients must retain all records regarding this M-AAA/NEA supported project for a period of three (3) years from the date of the Final Report and shall provide access to any records to make audits or examinations as necessary, per M-AAA's Assurance of Compliance (or Grant Agreement). [See RTP Grant Application Guidelines.](#)

Q#29. Does the applicant organization require and Unique Entity Identifier (UEI) ID from System for Award Management (SAM.gov)? Can you offer any helpful information in registering for a UEI ID?

A#29. Have and provide a valid 12-character alphanumeric (Unique Entity Identifier (UEI) ID which will be verified in the System for Award Management (SAM) at <https://sam.gov/content/home>. M-AAA's sub-grantees are required to have a valid UEI ID but not an entity registration via SAM.gov. Your organization can get a UEI by [visiting this page](#) and clicking the option that says "Get Unique Entity ID Only". All organization's physical address must match the UEI assigned in SAM.gov.

Note, applicants may submit a confirmation receipt received at the time you requested a UEI ID (or screenshot) as proof while your entity is being validated and assigned a 12-character alphanumeric from SAM.gov.

Q#30. Who will review my application?

A#30. Applications will be assessed based on the artist's fees stated in the fully executed contract held between the artist and the presenter on a first-come, first-served basis until the allocation for each state is gone across M-AAA's six-state region. A staff member will review applications based on applicant and project eligibility. Awards are subject to approval by the Director of Arts and Humanities Grant Programs.

Q#31. We would like to obtain a copy of the RTP grant application that was previously submitted and awarded by M-AAA. Can you please forward us a copy?

A#31. Yes. Please email us at [rtp@maaa.org](mailto:rtp@maaa.org) so we can respond with a copy of your previously submitted application materials.

Q#32. I am drafting an RTP application and am unable to log into the grant portal using the login and password used recently. Can you help me reset my password?

A#32. Yes. If you are experiencing difficulty accessing your saved application, please email us at [rtp@maaa.org](mailto:rtp@maaa.org) so we can respond with a link to reset your password and resume your drafted application. [See RTP Grant Application Guidelines.](#)

Q#33. I didn't find my question/answer here; now what?

A#33. If you did not see your question addressed here, please email us at [rtp@maaa.org](mailto:rtp@maaa.org).